

TOWN OF HARWICH JOB POSTING

Position: Town Chef/Aide to Programs – Council on Aging
Hours: Per Diem
Pay Range: \$ 18.68 – \$23.27 per hour

Education and Experience

A candidate for this position should have a High School education or equivalent, and a minimum of 2 years restaurant or culinary training. At least 2 years' experience working with older adults in a culinary environment is preferred. Current MA ServSafe required. CPR/AED certification required and renewed annually.

Knowledge, Skills and Abilities

This position is to plan, cook, and serve nutritious meals for older adult participants off the Council on Aging. A candidate for this position should have:

- Ability to plan nutritious menu
- Ability to maintain kitchen including ordering supplies from vendors, shopping in store for groceries, storing food appropriately
- Ability to maintain and document inventory
- Ability to prepare, cook, and serve meals
- Ability to direct kitchen volunteers
- Ability to communicate appropriately with older adults and especially clients with disabilities.
- Ability to communicate appropriately with departmental employees, program participants, and the general public
- Competent and effective oral and written communication skills

Full job description and town employment application are available at <https://www.harwich-ma.gov/home/pages/employment-opportunities>

To apply, please submit completed cover letter, town employment application, and resume by mail to Attn: Emily Mitchell, Council on Aging Director, 100 Oak Street, Harwich, MA 02645 or by email to emitchell@town.harwich.ma.us.